



## Finance Officer Cashier

### Position Detail

<b>Reports To</b>	Accounts Receivable Lead	<b>Group</b>	Enterprise Reporting and Transaction Services
<b>Classification</b>	ASA 4	<b>Location</b>	Canberra

### Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic control towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

### Primary Purpose of Position

To receipt and allocate monies paid to Airservices, including receipts for services provided by the Bureau of Meteorology, the Republic of Nauru and the Solomon Islands Government.

### Accountabilities and Responsibilities

#### Position Specific

- Accurate allocation of all payments received from Aviation and Other Commercial Revenue debtors by Cheque, BPay, Credit Card, Electronic Funds Transfer or any other form of payment using SAP.
- Identification and rectification of allocation errors.
- Prepare coding and entry of daily banking deposits.
- Research, identify and allocate payments received on Airservices Australia's bank statements to which notification has not been provided.
- Review and action unallocated payments on a cash clearing account reconciliation report.
- When required, provide support to the Accounts Receivable Lead.
- Ad hoc administrative duties across the credit management function as required.
- Action or distribute received emails in the 'Account Receivable group email' (AR Inbox).

#### People

- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives
- Liaise with Airservices Australia's debtors in order to correctly allocate payments received.

#### Compliance, Systems and Reporting

- Customer information and payments to be securely maintained.

## Safety

- Demonstrate safety behaviours consistent with enterprise strategies

## Key Performance Indicators

### Efficient, Effective and Accountable

- Accurate allocation of all payments

### Commercial

- At all times maintaining a professional approach with dealing with internal and external stakeholder.

## Safety

- Compliance with safety, risk, environmental and any other standards

## Key Relationships

- Accounts Receivable Lead
- External and internal customers (for payments)

## Skills, Competencies and Qualifications

### Qualifications

Formal qualifications are not required however a good understanding of accounts receivable is required.

### Knowledge & experience

- Effective communication skills.
- Ability to work in a team and make a positive contribution to the achievement of team goals.
- Demonstrated ability to deliver a high level of customer service.
- Demonstrated ability to work independently, ensuring accuracy and completeness within set deadlines.
- Demonstrated ability to identify and solve process exceptions.
- Previous SAP and Microsoft Office experience.

*[Airservices Workforce Capability Framework](#) as a guide to the core and role-specific behavioural competencies required for effective performance in specific roles.*

## Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty, integrity, ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.